



wisconsin department of  
**children + families**

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Governor Scott Walker  
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Division of Early Care and Education

*Bureau of Early Care Regulation*

May 24 2011

To: Family Child Care Providers  
Group Child Care Providers  
Day Camp Providers

**BECR MEMO 2011-04**

From: Jill D. Chase, Director  
Bureau of Early Care Regulation

Subject: Changes to the Licensed Child Care Search

I am pleased to inform you that the Licensed Child Care Search is being modified to provide more information concerning regulated child care centers in Wisconsin. These changes, which reflect the recommendations we have received from lawmakers, child care providers and consumers, will go into effect in June, 2011.

Beginning in June, the Licensed Child Care Search will have a new name, Regulated Child Care and YoungStar Public Search. The website will look a bit different to visitors also. There will be more options for searching for a child care provider, including conducting the search based on a YoungStar rating. In order to offer more information on each provider's monitoring results, each provider's Noncompliance Statement and Correction Plan (CFS-294) and Compliance Statement (CFS-785) will be linked to the page in the website that displays the child care provider's violations. This will allow visitors to the website to review specific detail regarding the violations that were cited and the provider's plan for correcting the violations. Finally, the updated website will include the location and regulatory information of certified as well as licensed child care providers.

**Posting the Noncompliance Statement and Correction Plan (CFS-294) and Compliance Statement (CFS-785) on the Website**

Recent changes in Wisconsin law require the Department of Children and Families (DCF) to make available on the Regulated Child Care and YoungStar Public Search the specific description of any violations cited at child care centers and a description of any steps taken by the child care center to correct the violation. The inclusion of this information on the child care search website has also been requested by child care providers, and by parents and other consumers who have visited the website.

To meet this new statutory requirement, DCF will either scan the Compliance Statement (when no violations were observed) or the Noncompliance Statement and Correction Plan

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**once it's completed and submitted by the licensee.** These scanned documents will be linked to the page in the Regulated Child Care and YoungStar Public Search site that shows each provider's violations. This means that the description of the violation(s) provided by the licensing specialist as well as the correction plan, **as written by the licensee**, will be accessible to anyone who visits the website.

Although licensees have always been required to post next to the license the Noncompliance Statement and Correction Plan or the Compliance Statement, once this change to the search website goes into effect in June, anyone with access to the internet will be able to view a center's correction plan. As a reminder, please note the following when writing your correction plan:

- Do not include confidential information in the correction plan, including the names of children and staff members.
- Write in concise, plain English. The correction plan should be something that any reader could understand, including parents and the public who may not have knowledge of child care centers or child care administrative rules.
- The correction plan should be specific in describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree", and "This won't happen again" do not provide the reader with any understanding of the how the violation has been corrected or how your plan will prevent the violation from occurring again.
- Be objective, factual, and descriptive. The correction plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

DCF will not permit any confidential information, profanity, personal insults or threatening language in a correction plan posted on the posted on the website.

If you have any questions, please contact your licensing specialist.